

FBI RECORD CHECK REQUEST <i>(See Instructions on Reverse Side)</i>					PURPOSE OF CHECK	
TYPE OF CHECK		FBI NAME CHECK	<div style="font-size: 3em; display: inline-block; vertical-align: middle;">{</div> <div style="display: inline-block; vertical-align: middle; text-align: center;"> See reverse for FBI complete address </div> <div style="font-size: 3em; display: inline-block; vertical-align: middle;">}</div>	RECORDS BRANCH	Preemployment Screening	
		SPECIAL SEARCH OF CRIMINAL FILES		RECORDS BRANCH	National Defense Executive Reserve	
		FBI IDENTIFICATION		IDENTIFICATION DIV.		
PERSON BEING CHECKED	NAME <i>(Last, first, middle)</i>			SEX <input type="checkbox"/> M <input type="checkbox"/> F	Critical-Sensitive Update From	
	OTHER NAMES USED				DOT Consultant/Expert	
	BIRTH <i>(Mo., day, yr.)</i>	BIRTHPLACE <i>(City, State, or Country)</i>		SOCIAL SECURITY NO.		DOT Advisory Committee member
	MILITARY SERVICE <i>(Br., Ser. No., & when in service)</i>			FBI IDENT. RECORD NO.		DOT Designated Representative
RELATIVES	SPOUSE (and former spouse(s)) <i>(Names & years in which married to each)</i>				DOT Contractor Representative	
	OTHER IMMEDIATE RELATIVES <i>(Father, mother, brother, sister, children) (Give full names and relationship)</i>				Copy of FBI Reports Requested—	
					Investigation Completed	
					Subject of Current DOT Investigation-- Type and Case Number	
				OTHER <i>(Specify)</i>		
RESIDENCES Primary residences since 18th birthday or past 15 years <i>(if shorter)</i>	FROM	TO	NUMBER, STREET, CITY & STATE <i>(or foreign country)</i>			
EMPLOYMENT Primary employments since 18th birthday or past 15 years <i>(if shorter)</i>	FROM	TO	EMPLOYER, CITY & STATE <i>(or foreign country)</i>			
SCHOOLS ATTENDED Above high school level	DATES ATTENDED		NAME OF SCHOOL		CITY & STATE <i>(or foreign country)</i>	
ADDITIONAL PERTINENT INFORMATION				DOT REQUESTING OFFICE	OFFICE	ROUTING SYMBOL
					SIGNATURE	DATE
RETURN RESULTS TO	Chief, Security Staff, M-441.3 Office of the Secretary of Transportation Room 2318 Nassif Building 400 7th Street, S.W. Washington, D.C. 20590			FOR FBI USE RESULTS OF CHECK		

GENERAL INSTRUCTIONS FOR COMPLETION OF FBI RECORD CHECK REQUEST FORM

1. DOT investigations and Security Offices: Submit a separate copy of the request for each check desired, except that SPECIAL SEARCH OF CRIMINAL FILES may be checked on the same form with an FBI NAME CHECK request when needed. Send each request form directly to the appropriate FBI address listed below. Results will be furnished to the Chief, Security Staff, OST for dissemination and control within the Department.

2. The FBI can do a more effective search when all available requested data is furnished.

- Provide full name if available; as complete as possible in any case. For a married woman, list her given name (e.g. SMITH, Alice Rose, not SMITH, Mrs. John Adam), and also include as a former name her maiden name (e.g. NEE: BROWN) and any former married name (e.g. FMN: KELLY). Use AKA to indicate "also known as" when an alias, alternate spelling, generally-used nickname or different family name is known to have been used.
- Good judgement must be exercised as to the extent of data that is needed on a specific case. Detailed data helps to isolate file data relating to the person being checked. When the FBI Identification Number relating to the person is known, very limited data will suffice. If there were numerous residence changes, list all cities of residence but give street numbers only for current and longest prior residences. If there were frequent employment changes, summarize employments by type of work, major locations and some of the longest employments.
- Under "Additional Pertinent Information" include data which may help obtain an adequate search or clarify what the desired reports or information are.

3. PURPOSE OF CHECK must be marked to readily identify the official interest in the person being checked or the materials being requested. Use of the blocks is as follows:

- Preemployment Screening For determining employment fitness when the NACI or FFI is not being initiated. Avoid duplicating OPM checks on the same case.
- National Defense Executive Reserve For the pre-clearance phase.
- Critical Sensitive Update Five year reinvestigation. Show date FBI files last checked prior investigation.
- DOT Consultant/Expert Precheck candidates in these categories subject to Secretary's appointment approval.
- DOT Advisory Committee Members Precheck candidates who are subject to the Secretary's appointment approval.
- DOT Designated Representative Check of persons acting for any DOT element who are not appointed or paid by the element.
- DOT Contractor Representative Reliability screening of employees of contractor with any DOT element.
- Copy of FBI Reports Requested Use to ask for copy of specific FBI reports, showing date investigation completed.
- Subject of Current DOT Investigation Use when search of FBI files is relevant to current investigation. Show type and case no.
- Other Specify here the purpose of the check if none of the other blocks are appropriate

4. Each request must show the DOT office seeking the information and the official approving submission of the request.

FBI ADDRESSES

FBI Headquarters: Director Executive Agency Unit--Washington, D.C. 20535
FBI Headquarters: Director Identification Division--Washington, D.C. 20537